

[date]

_____, Sheriff
[ADDRESS]

Re: _____ v. _____
VWC File No. _____

Dear Sheriff _____:

Enclosed you will find a subpoena issued by the Virginia Workers' Compensation Commission, together with a check in the amount of \$12.00 for the service fee.¹ Please return a copy of the subpoena to this office indicating the type of service obtained.

Thank you for your assistance in this matter.

Very truly yours,

Deputy Commissioner

Enclosure

cc: [Opposing Counsel/Party]

¹ Some Sheriff's offices will not accept personal checks.